



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE MAIL OPERATIONS**

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**OSMO Information Notice 00-02**  
February 7, 2000

Two important changes that could affect mail processing activities within your department or agency have recently been mandated by the United States Postal Service. Both of these issues, discussed below, have short deadlines for making required changes. On February 16, 2000, The Office of State Mail Operations (OSMO) will host a meeting at 2:00pm, 1801 North Fourth Street, Room 237 of the Information Services Building downtown to discuss these and other issues. If you are responsible for your agency's mail or are responsible for acquiring mailing equipment or supplies, we encourage you to attend. United States Postal Service employees as well as some representative from the vendor community will be there to answer questions or hear your concerns.

- Effective June 10, 2000, the USPS will begin requiring mailers submitting Special Services Mail (Registered, Insured, Certified, Recorded Delivery, Return Receipt for Merchandise) to prepare the mail piece using new Special Services Labels. The labels have been re-designed to incorporate a barcode that will allow the USPS to electronically capture the delivery information.

Information found in the January 24, 2000 issue of the Federal Register informs readers that mailers currently preparing their own labels and receipts will need authorization from the USPS to continue this practice. These mailers will be required to send samples of their re-designed mail pieces to Memphis for certification. This same article references USPS Publication 109, Special Services Technical Guide, as the publication containing the technical requirements for the new barcoded labels. Be advised that this manual is not yet available in hardcopy format nor as an electronic file accessed from any of the Postal Service's Internet sites or links.

- "Counter Reset" is the generic term applied to postage meters that must be physically taken to the Post Office for refilling. "Remote Resetting Technology" meters are those refilled by the customer at his location. Effective August 15, 2000, The USPS will no longer allow counter reset meters to be used and only remote resetting technology capable meters will be allowed.